



Department of Permitting Services
255 Rockville Pike, 2nd Floor
Rockville, Maryland 20850-4166
240-777-6300



RESIDENTIAL INSPECTION TIMING CHECKLIST

The Code of Montgomery County (Chapter 8 and 17) requires that new homes and their accessory structures comply with the Montgomery County Building Code. Montgomery County Building Code incorporates and amends by Executive Regulation:

| Code | Permit Type | Code/Standards | Effective Date |
|---------------------|-------------|--------------------------------------|----------------|
| Building | Building | International Residential Code, 2000 | 2-12-2002 |
| Mechanical | Mechanical | International Residential Code, 2000 | 2-12-2002 |
| Energy Conservation | Building | International Residential Code, 2000 | 2-12-2002 |
| Electrical | Electrical | National Electrical Code, 1996 | 1-31-1997 |

Rehabilitation work, such as additions, renovations, restorations, on buildings that have the final approved inspection older than one year, must comply with Maryland Rehabilitation Building Code. By reviewing plans, issuing permits and performing inspections under these building codes, the Department of Permitting Services (DPS) can help in complying with the provisions of the law.

Permits must be posted in front of the site or house and be visible from the main road or entrance. If house numbers are not shown on the house or structure, the address must be posted in the same area as the permit and must be displayed in large four-inch letters on a temporary card or the window. Inspections will not be performed without a set of original County approved plans on the job site.

Approved plans issued by DPS have a Notice of Required Residential Inspections form attached to them. On that form, the required inspections for the type of construction work are indicated. First table indicates the scheduling order of those required building inspections. Similarly, the second and third tables show the required mechanical and electrical inspections, respectively. Some of the mechanical and electrical inspections are prerequisite for scheduling building inspections (and vice versa) and are cross referenced accordingly.

Montgomery County residential inspectors are cross trained in building, mechanical and electrical inspections, therefore the close-in and final building, electrical, and mechanical must be combined. However, close-in and final inspections must be requested under the relevant Building, Electrical and Mechanical Permits. If all trades are not ready, the inspector will disapprove the scheduled inspections.

When issued a Building Permit Notice must be posted within 3 calendar days after the release date and must remain posted for 30 calendar days. No other inspections will be performed prior to approval of the posting requirements of the sign.

REQUIRED BUILDING INSPECTIONS

| Building Inspection Codes and Types | | Prior to Inspection Request | | Inspection performed by | | Inspection approval required prior to |
|-------------------------------------|------------------------------------|---|---|-------------------------|---|--|
| | | | | County Inspector | Others | |
| Code | Type | Work to be Completed | Approved Inspections | | | |
| 001 | Footings | <ol style="list-style-type: none"> Excavation for wall footings, retaining wall footing (sometimes), column/pier footings, or thickened slabs completed Grade stakes, reinforcing steel, concrete-encased electrode (for new homes) in place Sediment control measures installed according to the approved sediment control plans | Before you dig call MISS UTILITY 800-257-7777 (2 day notice required) | Yes | Licensed Design Professional ¹ | <ul style="list-style-type: none"> Placing of concrete |
| 402 | Rebar, deadman, geogrid placement | <ol style="list-style-type: none"> Excavation for wall footings, retaining wall footing, column/pier footings, or thickened slabs completed Grade stakes, reinforcing steel, concrete-encased electrode (for new homes) in place Sediment control measures installed according to the approved sediment control plans | <ul style="list-style-type: none"> 001 | Yes | | <ul style="list-style-type: none"> Installing and backfilling retaining walls |
| 002 | Foundation/Parging or Backfill | <ol style="list-style-type: none"> Walls waterproofed Exterior foundation drainage system installed If interior drain tiles are to be used, weep holes (2 in. minimum diameter, 6 feet on center) installed⁽²⁾ Walls strong enough or braced | <ul style="list-style-type: none"> 001 | Yes | Licensed Design Professional ¹ | <ul style="list-style-type: none"> Backfilling |
| 011 | Concrete slab-on-ground floor | <ol style="list-style-type: none"> Sewer and water and sewer pipe installed Installation of slab base, vapor retarder, slab edge insulation A minimum 3 in. schedule 40 PVC, or equivalent gas tight pipe inserted into a 3 in. tee embedded into the slab base for the venting of radon gas and labeled adequately Installed sump crock, if necessary for the venting of radon gas | <ul style="list-style-type: none"> 001 WSSC#1 | Yes | WSSC ⁽³⁾ Licensed Design Professional ¹ | <ul style="list-style-type: none"> Placing of concrete |
| 003 | Wall check (house location survey) | <ol style="list-style-type: none"> Sill plates installed Certified house location survey (new houses only) | <ul style="list-style-type: none"> 001, 002 | Yes | Survey prepared and certified by a Maryland Registered Land Surveyor or a Licensed Design Professional ⁽⁴⁾ | <ul style="list-style-type: none"> Framing the first floor |

REQUIRED BUILDING INSPECTIONS (Continued)

| Building Inspection Codes and Types | | Prior to Inspection Request | | Inspection performed by | | Inspection approval required prior to |
|-------------------------------------|--------------------------------------|---|--|-------------------------|--------|---|
| | | | | County Inspector | Others | |
| Code | Type | Work to be Completed | Approved Inspections | | | |
| 006 | Masonry Fireplace/Chimney | Chimney/fireplace and the first flue liner installed | <ul style="list-style-type: none"> • 001 | Yes | | <ul style="list-style-type: none"> • Installing additional liners • Framing (close-in) inspection |
| WSSC#2 | Plumbing/Gas rough-in | Check with WSSC ⁽³⁾ | | | WSSC | <ul style="list-style-type: none"> • Installing insulation and drywall • Framing (close-in) inspection |
| 004 | Framing (close-in) ⁽⁵⁾⁽⁶⁾ | 1. All framing installed 2. Roof and components installed 3. All stairs in place 4. Fire stopping and draft stopping installed 5. Building is watertight 6. Exterior sheeting installed 7. Windows, doors installed | <ul style="list-style-type: none"> • 001, 002, 003, 011 • WSSC#2, 008, 104 | Yes | WSSC | <ul style="list-style-type: none"> • Installation of insulation and drywall • Installation of outlets, switches, fixtures, appliances |
| 012 | Swimming pool bonding | Pool has been formed with the rebar installed and bonded prior to placement of concrete or backfill. | | Yes | | <ul style="list-style-type: none"> • Placing of concrete |

REQUIRED BUILDING INSPECTIONS (Continued)

| Building Inspection Codes and Types | | Prior to Inspection Request | | Inspection performed by | | Inspection approval required prior to |
|-------------------------------------|--------------------------|--|--|-------------------------|---|---|
| | | | | County Inspector | Others | |
| Code | Type | Work to be Completed | Approved Inspections | | | |
| 251 | Final ^{(7) (8)} | 1. All attic, basement, crawl space insulation installed, if required 2. Floor covering installed 3. Trim in place 4. All surfaces inside the house finished 5. All exterior finishes are complete (siding, soffits, fascia, trim) 6. Street address attached to the building | <ul style="list-style-type: none"> • 001, 002, 003, 011, 004, 102 • Final Electrical • Final mechanical | Yes | <ul style="list-style-type: none"> • WSSC • Fire Department | <ul style="list-style-type: none"> • Prior to the issuance of Certificate of Final Inspection • Using plumbing, gas, mechanical systems • Occupying any part of building |

- ⁽¹⁾ Montgomery County Inspectors Certification Program (ICP) maintains a list of Maryland registered professional engineers & architects certified for this type of inspection
- ⁽²⁾ A second inspection may be required prior to backfilling the interior drainage system.
- ⁽³⁾ Washington Suburban Sanitary Commission (WSSC) provides permits and performs inspections on plumbing and natural gas piping and appliance installation. Montgomery County inspectors will not conduct a close-in inspection without an approved WSSC rough-in inspection
- ⁽⁴⁾ Owner must have a house location survey prepared and certified by a Maryland registered Land Surveyor or a registered Professional Engineer (where the property lines and corners are already existing and determined on the ground) and must furnish a copy to the Zoning Section for approval before any further inspections may be scheduled. For questions about wall checks please call Zoning Section at 240-777-6240. A wall check will not be accepted unless the permit number and premise address identify it.
- ⁽⁵⁾ When floor framing is less than 36 in. above the surface below, a framing inspection must be requested prior to installation of any floor materials
- ⁽⁶⁾ For new construction, the framing - 004, rough wiring -104, and mechanical inspections - 008 must be requested at the same time
- ⁽⁷⁾ The final mechanical and electrical inspection must be requested with the final building inspection
- ⁽⁸⁾ For new construction, conducted after the building is completed and ready for occupancy, but prior to settlement on the house, unless the contract owner waives the requirements and provides, in writing, the Department of Permitting Services with a signed copy of the waiver form provided by the County.

For other than new construction, or when the scope of the work does not involve structural modifications to the building a rough wiring inspection must be requested prior to concealment and approved prior to the framing inspection, or both may be requested at the same time.

If an owner refuses access within a reasonable time after the house is completed, the building official may close the permit file, but this action will not relieve the owner of from any obligation to comply with applicable building codes.

REQUIRED MECHANICAL INSPECTIONS

| Mechanical Inspection Codes and Types | | Prior to Inspection Request | | Inspection performed by | | Inspection approval required prior to |
|---------------------------------------|---------------------|--|---|-------------------------|--------|---|
| Code | Type | Work to be Completed | Approved Inspections | County Inspector | Others | |
| 008 | Mechanical close-in | 1. Kitchen and bathroom ventilation installed 2. Dryer vents installed 3. Equipment working space provided 4. Attic furnace installed, if any 5. Combustion air provided 6. Vents and connectors installed 7. Duct supports and joints installed 8. Factory-built fireplaces and flue chimneys installed in accordance with manufacturer's specifications. 9. Wood stoves installed in accordance with the manufacturer's specifications | <ul style="list-style-type: none"> 001, 002, 003, WSSC#2 | Yes | | <ul style="list-style-type: none"> Installing insulation and drywall Framing inspection Mechanical final Concealing flue or chimney connectors Concealing ductwork, piping and vents |
| 251 | Mechanical final | 1. Grilles installed 2. All equipment installed 3. Concrete pad for the condensing unit 4. Dryer vent installed 5. Range hood installed 6. Refrigerant line cover installed 7. Gas vents to be connected to appliances 8. Electrical disconnects installed 9. All HVAC units must be installed and operating. | <ul style="list-style-type: none"> 008 | Yes | | <ul style="list-style-type: none"> Building final |

REQUIRED ELECTRICAL INSPECTIONS

| Electrical Inspection Codes and Types | | Prior to Inspection Request | | Inspection performed by | | Inspection approval required prior to |
|---------------------------------------|----------------------------------|---|---|-------------------------|--------|---|
| | | | | County Inspector | Others | |
| Code | Type | Work to be Completed | Approved Inspections | | | |
| 101 | Heavy-up | <ol style="list-style-type: none"> 1. Adequate Working Clearance 2. SEC must be sized correctly and secured 3. Grounding completed 4. Neutral Bonding completed 5. Installed panel size per sec 230-50c (amended) 6. Inhibitor installed 7. Connection to water pipe must be complete 4. No. of mains per executive regulation or code whichever is applicable 5. Sleeve installed | | Yes | | <ul style="list-style-type: none"> • Electrical final |
| 102 | Temporary Pending Final (TPF) | <ol style="list-style-type: none"> 1. Adequate Working Clearance 2. SEC must be sized correctly and secured 3. Grounding completed 4. Neutral bonding completed 5. Installed panel size per executive regulation or code which ever is applicable 6. Inhibitor installed 7. Connection to water pipe completed 8. No. of mains installed 9. Sleeve Installed | | Yes | | <ul style="list-style-type: none"> • Electrical final |
| 103 | Temporary for construction (T4C) | <ol style="list-style-type: none"> 1. Pole height (Overhead service minimum height 12') 2. Pole anchored and braced 3. Pole size per code 4. Weatherproof enclosure per code 5. Lockable 6. Size of SEC per code 7. Grounding completed 8. Neutral Bonding must be complete 9. Panel per Code 10. Inhibitor per code 11. GFCI installed | | Yes | | <ul style="list-style-type: none"> • Electrical final |
| 104 | Concealment/Electrical rough-in | <ol style="list-style-type: none"> 1. Conduits and junctions boxes installed and supported 2. Junctions boxes installed in accordance with their listing 3. Grounding continuity maintained 4. Approved grounding conductor must be installed | | Yes | | <ul style="list-style-type: none"> • Framing (close-in) |
| 251 | Final | <ol style="list-style-type: none"> 1. All appliances, fixtures, outlets, panels, switches installed 2. All electrical wiring complete 3. Circuits identified in the panel index | <ul style="list-style-type: none"> • 001, 002, WSSC#2, 003, 011, 102, 104, 004 | Yes | | <ul style="list-style-type: none"> • Using any equipment • Building final |

SCHEDULING INSPECTIONS

- Inspections shall be requested at least 24 hours prior to the date the inspection is needed
- To schedule an inspection, call 240-777-6210 between the hours of 7:30 a.m. – 4:00 p.m. Monday to Friday. Inspection requests must include the street address, permit number, and the type of inspection needed. Inspection requests made before 12 noon will be scheduled for the next working day, requests made after 12:00 noon will be scheduled within two working days. A specific time for an inspection cannot be given at the time that the inspection is scheduled.
- To schedule inspections, you must have the appropriate permit number(s) available when you call.
- You may also schedule inspections via internet at <http://permits.emontgomery.org>
- If you have job specific questions during construction please call the inspector assigned to the area in which the project is located.
- Reinspection Fee: A reinspection fee will be required after a building, electrical or mechanical inspection has been disapproved twice. To alert you of the reinspection fee the inspector will leave a disapproval sticker indicating a fee is due. This fee must be paid prior to requesting any future inspections
- Inspections which cannot be performed because the inspector cannot gain access to the construction, or where work is incomplete, will be considered disapproved, counting toward the two allowed disapprovals. To avoid reinspection fees, inspections may be cancelled by phone prior to inspector's arrival. To cancel an inspection call 240-777-6210 and provide the permit number, address and type of inspection.

ADDITIONAL IMPORTANT INFORMATION

- For information on Well and Septic permits and required inspections call (240) 777-6320.
- For information on Sediment Control permits and inspections call (240) 777-6320.
- For information on Subdivision permits and inspections call (240) 777-6320.
- Be certain that your projects are clearly marked with a lot number or address. If the lot is not marked the inspection will be rejected.
- If you need assistance, please contact us at (240) 777-6370.